A National Survey of Provincial and Territorial Archives Associations: A Comparative Study of Their Funding, Activities and Services to Members

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Introduction and Rationale

This paper reports the results of a national survey of Canadian archives associations which was conducted in 2006.

A bit of history on how this survey came about:

In 2004, as Treasurer of the Archives Society of Alberta, I considered increasing revenue by raising membership fees. In framing my case for this, I decided to conduct a review of the fees charged by other archives associations in the country, as well as the benefits and services that members received for their money.

In perusing associations' websites, I found some of what I was looking for, but much of the information I sought was not available online. I also discovered that a number of websites were very rudimentary and contained outdated information: it was clear that in some areas of the country there were no resources to maintain even a fairly basic, current web presence.

My findings during this website review highlighted for me the huge disparity in circumstances that archives associations across Canada experience, and led me to undertake a broader study than I had initially planned. Through a written survey I investigated associations' origins; governance and committee structures; funding sources; activities; and the services and support they offer to their membership.

The goal in undertaking this research was to collect information which could be shared across the country. I hope that raising awareness of initiatives and activities undertaken elsewhere in Canada might help associations by providing them with ideas that they can take advantage of within their own jurisdictions. In addition, allowing associations to compare their circumstances with those of other associations across Canada might allow them to advocate more knowledgeably and effectively with their provincial or territorial governments.

Literature Review

In beginning this work, I undertook a review of past issues of *Archivaria*, and found that there has been no previous published research into the activities and funding sources of archives associations across Canada. Comparing the data presented here with situations faced by associations in the past is therefore not readily possible.

Methodology

Research Design – The data on which this paper is based was collected via a questionnaire which was mailed in the spring of 2006 to the presidents of all provincial and territorial archives associations in Canada. The survey was returned by all 13 associations, though the response deadline was extended into the autumn of 2006 in order to allow respondents the time to complete the form. It was felt that responses were required by all associations in order to make the results most useful to the community.

Questionnaire – The survey questionnaire contained seventy-five questions grouped into six sections:

- A) Objectives and Origin of the association;
- ➤ B) Membership Details;
- C) Executive, Committees and Staffing;
- D) Funding;
- > E) Activities; and
- > F) Benefits of Membership.

Although 75 questions made it a fairly long survey to complete, respondents could skip numerous questions if their association was not involved in specific activities.

Results

Qualifying comments -

The data for this survey was supplied by individuals working on behalf of archives associations (i.e. President, Outreach Archivist), and therefore represents what these individuals <u>said</u> the association did rather than what they necessarily were actually doing in all cases.

With a few questions, there was an obvious misunderstanding of terms which may have resulted in the associations' responses misrepresenting their actual activities.

The questionnaire was not anonymous: respondents were asked to identify their organisation. There were a few questions regarding their activities which some associations chose not to answer, apparently because they did not wish to make the information public.

For the most part, however, it appears that the respondents understood the questions and provided clear and fulsome answers.

Due to the length of the survey it is not possible to report fully on its findings in this short presentation. I am therefore going to summarize or skip over some sections of the survey in order to focus on those issues that I think will be of most

interest to you – and of course to adhere at least somewhat to the conference theme – "As Others See Us". I hope to present a more fulsome report of my findings in an article in *Archivaria* in the not too distant future.

I'm going to glide over the first section on the Objectives and Origin of the Association to look more closely at the responses to section B – Membership Details.

B) Membership Details

This section sought information on the categories of membership available and the fees charged for membership in each category during the membership year that the questionnaire was being completed in.

Table 1 indicates what membership categories exist and how many associations offer each category of membership.

1: Membership categories

Individual	9
Student	4
Institutional	13
Associate Institutional	5
Sustaining / supporting	2
Honorary life member	4
Other	6 *

^{*} Included memberships for: Retired, senior, general, volunteer, unemployed, foreign, corporate, and government agency.

Some points worth noting here:

- All provinces and territories offer institutional memberships. In Quebec, New Brunswick, PEI and the Northwest Territories this is the *only* type of membership available.
- ➤ Three provinces offer memberships at a discounted rate for people who are retired, seniors, unemployed and volunteers. These are included in the "Other" category.
- Only two provinces offer sustaining/supporting membership categories in an effort to attract additional funds to support the association's work.

Membership fees charged by associations are quite diverse, as indicated in **Table 2.**

Table 2: Membership fees*

Individual	\$10 - \$91
Student	\$15, \$25, \$39
Institutional	\$5-\$2140
Associate Institutional	\$50-\$60
Sustaining / supporting	\$15-\$20 + individual membership fee
Honorary life member	n/a
Other	\$10-\$50

^{*} Nunavut does not charge membership fees in any category

Individual fees range from \$10 to \$91, and institutional fees from \$5 to \$2140. Nunavut offers 5 types of membership, but does not charge fees in any category.

Since there is such a wide range of fees reflected in this table, I want to focus a bit closer on fees charged to individual members and to institutional members.

Table 3 shows the fees for individual memberships in the 8 jurisdictions where that category is offered. Yukon offers the lowest fee at \$10; Ontario the highest at \$91 – the average is \$42.

Table 3: Individual membership fees by province*

British Columbia	\$60
Alberta	\$40
Saskatchewan	\$25
Manitoba	\$35
Ontario	\$91
Nova Scotia	\$50
Newfoundland	\$25
Yukon	\$10

^{*} Nunavut does not charge membership fees in any category

And **Table 4** shows the fees charged for institutional memberships.

Table 4: Institutional membership fees by province*

British Columbia	\$100	
Alberta	\$75-\$500	
Saskatchewan	\$50, \$100	
Manitoba	\$50-\$155	
Ontario	\$160-\$2140	
Quebec	\$125	
New Brunswick	\$35	
Nova Scotia	\$50-400	
PEI	\$20	
Newfoundland	\$25	
Yukon	\$25	
NWT	\$5, \$200	

^{*} Nunavut does not charge membership fees in any category

Those associations where fees are shown as a range (Alberta, Manitoba, Ontario, and Nova Scotia) use a sliding fee scale based on the budget of the institution. Saskatchewan charges a lower fee to archival institutions which operate solely with volunteer staff, and a higher fee where the institution has paid staff. In the Northwest Territories it appears that most institutions pay a \$5 fee for membership, while institutions with budgets over \$150,000 (which I would assume to be true only of the territorial archives) are charged a \$200 membership fee.

C) Executive, Committees and Staffing

This section of the survey sought information about the governance and administration of associations. It asked questions about the existence and structure of a Board of Directors or other governing body, and about standing and ad hoc committees. It also asked for details about paid and volunteer staff of the association, and how paid positions are financed.

I'm going to skip over the Board and committee findings to look at the issue of staffing and the financing of paid positions. Associations were asked to indicate whether they employ outreach archivists and conservators, whether these are full or part time positions, and how these positions are funded. Other questions investigated whether associations employ financial managers (i.e. bookkeeper), administrative assistants, or any other staff. The responses to these questions are indicated in **Table 5**.

Table 5: Staffing*

Association	Outreach	Funding	Preservation	Funding	Financial	Admin	Other
British Columbia	√ PT	BB, CCA	√ PT	CCA	√ PT	X	DB PT
Alberta	√ FT	BB	X	-	√ PT	√ PT	DB PT
Saskatchewan	√ PT	CCA	X	=	X	X	DB PT
Manitoba	√ PT	CCA,PROV	X	=	?	√ PT	X
Ontario	√ FT	CCA,PROV	√ PT	CCA	$\sqrt{}$	$\sqrt{}$	DB PT
Quebec	√ PT	BB,CCA	X	=	X	√ PT	X
New Brunswick	√ FT	CCA,PROV	X	=	X	X	X
Nova Scotia	√ FT	CCA,PROV	X	-	√ PT	X	X
Prince Edward Island	√ PT	CCA	√ PT	CCA	X	X	X
Newfoundland	√ FT	CCA	√ PT	CCA	X	X	X
Yukon	√ PT	CCA,PROV	X	-	X	X	X
Northwest Territories	X	-	X	-	X	X	X
Nunavut	X	-	X	-	X	X	X

This table conveys a lot of information – I hope that the use of colour helps somewhat in interpreting the data. On the left, the columns with Blue headings refer to the employment of an outreach archivist and the sources of funding for these positions. Under the brown headings is the same information for preservation advisor positions. On the right hand side of the table financial, administrative and other support staff positions are shown under the green headings.

For each category, a red X indicates that no position of a given nature exists in that jurisdiction. A green entry indicates a full time position, while a pink coloured entry indicates a position that is funded part time. The funding columns indicate whether funding for the position comes from the association's base budget (BB), whether funds are received from the province, or through the CCA.

A note regarding funding bodies --This survey was being completed just at the time the CCA funding programs were being discontinued and the NADP (National Archival Development Program) was being introduced. Responses therefore showed both CCA and NADP as sources of funding, depending on when in the year the respondent completed the questionnaire. In an effort to avoid confusion, and with all due respect to LAC, I have represented funding from these two programs as "CCA" since that was the program in place when the survey was mailed out in the Spring of 2006.

Looking more closely at the data, we see that 11 of 13 associations employ an outreach archivist – of which 5 are full time and 6 are part time positions. In 10 of these 11 cases, these positions are funded at least in part by CCA grants. Only 4 provinces employ preservation advisors – all of these are part time positions and all are fully funded through CCA grants. In PEI, one full time Archives and Preservation Advisor position has responsibility for both the outreach and preservation functions – this is represented as a part time position under the two headings.

As for other paid staff positions, looking at the columns with the green headings, the vast majority of associations do not employ financial or administrative assistants, or staff of any other kind. Only 3 provinces employ financial assistants, while 3 others employ administrative assistants. In addition, Ontario employs a full time Executive Director who has responsibility for both of these functions.

Only four provinces reported that they employed "other" staff. In all cases these are part time database administrator positions with responsibility for managing the province's online archival databases.

D) Funding

The issue of funding is of course central to all our activities. This section of the survey asked associations about the support they receive from their provincial or territorial governments and whether the association engaged in fundraising activities. It also requested information about the level of interaction between the association and government representatives.

Table 6: Funding

Association	Regular funding	Special Funding
British Columbia	X	X
Alberta	\$160,000	\$1,225,000
Saskatchewan	X	\$30,000
Manitoba	\$27,800	X
Ontario	\$50,000	X
Quebec	X	✓
New Brunswick	\$27,500	X
Nova Scotia	\$20,000	X
Prince Edward Island	X	X
Newfoundland	\$37,000	Travel funds
Yukon	\$5000	Match CCOP
Northwest Territories	X	X
Nunavut	X	X

This table shows that in 2006 only 7 of 13 associations received annual funding from their governments. Most associations which receive regular provincial funding have restrictions placed upon how the funds can be spent. The exception to this is Ontario which reported that it is not subject to any spending restrictions on the \$50,000 it receives. Alberta has the next least restrictive funding, and is permitted to spend its funds on everything from operational expenditures and advisory services to a grants program and training sessions. In New Brunswick, Nova Scotia and Newfoundland provincial funds cannot be spent on operational expenditures. Whereas in Manitoba a portion of the funds received are specifically granted for such costs. Funds are provided specifically for advisory services in Manitoba and the Yukon; whereas in New Brunswick and Newfoundland emphasis is placed on supporting special projects and/or training.

Funding for special purposes or events (shown in the column on the right) was received by five provincial associations during the period 2001-2006.

➤ The Archives Society of Alberta received a Centennial Legacies Grant in the amount of \$1,225,000 in 2001 as part of the province's 100th anniversary celebrations. The funds were provided in order to increase online access to Alberta's archival resources.

- Saskatchewan received \$30,000 over a three year period in order to establish administrative procedures and practices which it needed to have in place prior to applying for Provincial Cultural Organization status.
- Quebec received special funds (undeclared amount) to produce a guide for managing archives, and to assist with organising an annual conference.
- Newfoundland reported that it received funds to allow its representative to travel to Labrador for a meeting; and
- the Yukon received funds from its territorial government in order to match Canadian Culture Online Program (CCOP) grant funding which the association had received to produce virtual exhibits.

Some good news regarding funding was received by three associations since this survey was completed:

- ➤ The Archives Association of British Columbia announced in July 2006 that it had entered into an agreement with Irving K. Barber Learning Centre at the University of British Columbia for \$125,000 funding to support its work These funds will be disbursed in increments of \$25,000 over 5 years.
- Saskatchewan was successful in its application for "Provincial Cultural Organization" status and as a result it now receives annual core funding from the provincial government.
- ➤ In May 2007, Alberta received news that its annual grant would be increased by \$90,000 a year from \$160,000 to \$250,000.

The next set of questions investigated the issue of how "connected" the association is with the government department responsible for archives in their province or territory. Firstly, how aware does the association feel the department is about archives: Very aware, somewhat aware, or unaware. Associations were also asked to indicate, yes or no, whether it is in direct contact with the relevant government department at least once a year; and how frequently government officials or administrators attended archives events during the previous two years: regularly, frequently, infrequently or never.

Table 7: Funding and government involvement

Association	Funding	Annual contact	Attendance
British Columbia	X	X	Infrequently
Alberta	\$160,000	$\sqrt{}$	Infrequently
Saskatchewan	X	X	Never
Manitoba	\$27,800	V	Infrequently
Ontario	\$50,000	X	Infrequently
Quebec	X	$\sqrt{}$	Regularly
New Brunswick	\$27,500	V	Infrequently
Nova Scotia	\$20,000	V	Infrequently
Prince Edward Island	X	X	Infrequently
Newfoundland	\$37,000	$\sqrt{}$	Frequently
Yukon	\$5000	V	Regularly
Northwest Territories	X	V	Frequently
Nunavut	X	$\sqrt{}$	Infrequently

These questions were seeking to find a connection between the level of funding provided to associations and the extent to which governments are aware of and involved in the archival endeavour. Only two associations – Manitoba and the Yukon – reported that they felt their government department was "very aware" of archival issues. All others indicated "somewhat aware". Although this was obviously a subjective question, that none of the respondents felt that their government is unaware, is positive.

Nine of the 13 respondents indicated that they had at least annual contact with the government: the exceptions were British Columbia, Saskatchewan, Ontario and PEI. Only 4 associations reported that government officers "regularly" or "frequently" attended archives events -- Quebec, Newfoundland, Yukon, and Northwest Territories -- while 9 reported such involvement to be "infrequent".

The final set of questions pertaining to funding asked about associations' fundraising activities. To summarize briefly:

- > 5 have charitable status;
- 7 claim back GST;
- 3 engage in fundraising activities

E) Activities

This section of the survey asked associations for detailed information about the activities they engaged in, ranging from the production of newsletters, the existence of e-mail list-servs, educational programs, whether the association is sub-divided into regions and if so, what activities the regions engaged in¹. In the interests of time, however, I will leave reporting of those issues to a longer paper. Today I wanted to turn directly to the questions surrounding online databases.

Table 8: Online Databases

Association	Descriptions	Digitized Text	Digitized Photos
British Columbia	$\sqrt{}$	X	X
Alberta	V	V	V
Saskatchewan	V	X	V
Manitoba*	X	X	X
Ontario	$\sqrt{}$	X	X
Quebec	V	X	X
New Brunswick	X	X	X
Nova Scotia	$\sqrt{}$	X	$\sqrt{}$
Prince Edward Island	$\sqrt{}$	X	X
Newfoundland	V	Х	X
Yukon**	X	Х	X
Northwest Territories**	X	X	X
Nunavut	X	X	Х

^{*}Manitoba contributes to the SAIN/MAIN databases managed by Saskatchewan **Yukon and Northwest Territories contribute to the Canadian Northwest Archival Network (CANWAN), which also includes copies of British Columbia's and Alberta's descriptions.

Online Databases:

Of Canada's 13 archives associations, 8 host online databases containing archival descriptions – these are indicated by the green check mark under the Descriptions column. Manitoba, Yukon and the Northwest Territories all show blue X's because although they do not host their own databases, each contributes to a regional database hosted outside their jurisdiction. Manitoba contributes to the SAIN/MAIN database hosted by the Saskatchewan Council. Yukon and the NWT contribute to the Canadian North West Archival Network (CanWAN -- AB, BC, NWT, Yukon) which is hosted by AABC.

Both of these regional databases provide researchers with the ability to search for entries across the region, and to search the records of the individual jurisdictions alone. It is worthwhile noting the collaboration and cooperation at work here, which allows associations with fewer resources to partner with others who are able to contribute more, for the common good – both of the archival community and of researchers.

The existence of databases containing digitized archival records is uncommon in Canada. Alberta, Saskatchewan and Nova Scotia support databases of digitized photographs (seen in the far right hand column), and Alberta also has a database containing digitized textual records (middle column). It might be worth noting here, that Alberta's database of digitized textual records came about as a direct result of the Centennial Legacies funding which enabled the association to offer grants to its institutional members specifically for digitization projects.

In addition to asking associations whether they hosted online databases the survey also investigated how many institutional members within the jurisdiction had contributed descriptions to the database.

Table 9: Contributors to Online Databases

Association	Members	Contributors	Archives
Canada			
British Columbia *	87	174	174
Alberta	36	32	32
Saskatchewan	41	18	18
Manitoba	33	Not available	Not available
Ontario	231	52	41
Quebec	140	64	64
New Brunswick	22	-	9
Nova Scotia	43	54	46
Prince Edward Island	13	7	7
Newfoundland	94	Not available	Not available
Yukon	8	~25	~25
Northwest Territories	8	5	5
Nunavut	4	-	2

^{*} British Columbia allows affiliated archives in the province to participate in BCAUL, and the entries of past members have not been deleted from the database, hence the apparent discrepancy in numbers of members and numbers of contributors.

I just wanted to touch briefly on this issue – I was interested to see figures showing the number of institutional members compared to the number of contributors to the provincial database, and to the number of contributors to Archives Canada. The AABC is unusual in that more than twice the number of institutional members have contributed to their database. This is a result of the fact that institutions which have an affiliation with the AABC are allowed to contribute – and also that descriptions contributed by former institutional members are retained in the database.

Many provinces send all the entries in their database to Archives Canada; some apparently do not. It was suggested to me by a colleague who manages the ASA databases, that the reason for this may be that some provincial databases do not meet the standards or format set by Archives Canada, and that many provinces do not have the resources to fund a position to manage their databases and the regular uploads to the national database. It would certainly be to the benefit of institutions, and also to the archives and research communities, if this disconnect could be reconciled.

Seven associations reported that they had taken part in <u>Special Projects</u> during the previous two years. These included:

- Alberta which created 3 new online learning objects and an archives tutorial
- Ontario created online exhibits
- Quebec purchased conservation materials as a group
- New Brunswick created a booklet entitled "Guidelines for Archives in New Brunswick" to be distributed to members; and completed a reformatting of audio-visual materials project
- Newfoundland created a correspondence course on how to write a policy and procedures manual
- Yukon held an annual speakers event
- NWT enhanced its Archives Council website

F) Benefits of Membership

The final section in the survey looked at the benefits individuals and institutions received through their membership in the association. The first set of questions investigated how CCA funding was allocated by associations to the various funding categories -- development and training, control of holdings, special projects, and preservation management. Due to the fact that associations responded in two different ways to this question: some by providing a dollar value, others by giving the number of grants for each of these categories, more information would be required to get an accurate picture of this issue.

The next questions investigated whether associations offer "travel assistance" to its members to attend workshops that the association sponsors, or for educational events held further afield.

Table 10: Travel and Other Grants

Association	Travel within Jurisdiction	Travel Outside Jurisdiction	Other Grants
British Columbia	✓	X	X
Alberta	✓	✓	✓
Saskatchewan	✓	✓	X
Manitoba	✓	✓	X
Ontario	✓	X	✓
Quebec	✓	✓	X
New Brunswick	✓	✓	X
Nova Scotia	✓	✓	X
PEI	✓	X	Х
Newfoundland	✓	✓	Х
Yukon	X	X	Х
Northwest Territories	✓	X	Х
Nunavut	X	X	X

Respondents indicated that in 11 of the 13 jurisdictions, travel assistance was

available for members to attend training events that were sponsored by the association. Seven associations also allow members to apply for funding to attend conferences and other educational events outside the province. Those five that are shown with green check marks have a regular grant program for this purpose; the two showing red check marks (New Brunswick and Newfoundland) will accept requests for funding of this nature, but will offer assistance only if funding is available when the request is made.

In Saskatchewan and Quebec, the travel assistance programs are for events held either within or outside the province, but members have a limit on the amount of funding they can receive in a given year.

Funding for travel within the province or territory ranges widely from a set dollar figure (\$125 per day; \$300 per year; \$500 per event), to assistance with specific costs – such as mileage, accommodation, parking, for example -- based on a schedule which sets maximum support offered.

Where travel outside the province was supported regularly, members can expect about \$500 per year in assistance. In Saskatchewan and Quebec, where assistance for travel within and outside the province is provided through one program, the annual limits were \$800 and \$375 respectively.

Two associations indicated that they offered other types of support to members, beyond travel assistance. In Alberta, institutional members can apply for grants to arrange and describe records to assist in clearing backlogs. Individual members may be able to apply for 3 separate educational grants including a bursary, practicum funding, and tuition support. Ontario offers its members two bursary programs: one for electronic records management training, and the second for academic training in archives or to explore archives outside North America.

Alberta and Ontario noted that they offer or have recently offered other benefits to their members. In Ontario, members can access discounts on archival supplies either through bulk purchase program, or through an affinity program with Brodart. Group health and dental insurance plans are also available to individual members, while institutional members can take advantage of a thermo hygrograph loan program.

During the Centennial Legacies special project in Alberta, institutions were offered gifts of computers and scanners to ensure that all members had the capacity to participate in the digitization of records which became a core part of that project.

Discussion

That's all that I have time to report about the findings of the survey today. To conclude, I'd like to come back to the findings pertaining to provincial government

support of archives associations – and to look at the figures with the conference theme "As Others See Us" clearly in mind.

Here are the funding figures we saw earlier, which I've updated to reflect the increases seen in Alberta and Saskatchewan in the past year.

Funding and government involvement

Association	Funding	Annual contact	Attendance
British Columbia	X	X	Infrequently
Alberta	\$250,000	V	Infrequently
Saskatchewan		X ??	Never
Manitoba	\$27,800	V	Infrequently
Ontario	\$50,000	X	Infrequently
Quebec	X	$\sqrt{}$	Regularly
New Brunswick	\$27,500	V	Infrequently
Nova Scotia	\$20,000	$\sqrt{}$	Infrequently
Prince Edward Island	X	X	Infrequently
Newfoundland	\$37,000	$\sqrt{}$	Frequently
Yukon	\$5000	V	Regularly
Northwest Territories	X	V	Frequently
Nunavut	X	V	Infrequently

To recap:

- Five of Canada's provincial and territorial governments provide archives associations with **no regular funding whatsoever**.
- Three provincial governments do not allow what little funding they provide to be spent on operational expenditures.
- In 4 or 5 of the 8 cases where funding *is* provided, it is at a level that is significantly below what is required to fund an outreach archivist with a liveable wage. This is even after allowing for regional variations in salaries (which we have heard a lot about on arcan-l over the past while).
- Ten of the 11 associations which employ outreach archivists rely on CCA –
 now NADP -- funding to support these key positions. This limits the funding
 that is available to institutional members through grants for such core
 responsibilities as the arrangement, description, and preservation of holdings.

In light of these findings, I'll throw the question back at you: not, "How do they see us?", but rather "Do they see us?"

- All 13 associations indicated that their governments were at least "somewhat aware" of archival issues;
- 9 of 13 associations are in at least annual contact with government officials, and

• in 4 jurisdictions government officials frequently or regularly attend archives events. In two of these cases (Quebec and NWT), where contact on both sides occurs regularly, no annual funding is provided. In a third, Yukon, \$5000 a year is provided.

While there is some pretence that governments are taking notice, I would suggest to you that, no, they do not *really* see us at all. What archives associations choose to do with the information provided in this survey is for them to decide. Communicating more with other associations, particularly those who have experienced greater success in obtaining regular funding and support from their government — or from other funding sources as the AABC has been successful in -- might be a place to start. Communicating the importance of archives clearly and regularly to government agencies is surely also of key importance.

While writing this presentation I was reminded that my initial goal in beginning this research was to seek out information that would support my intention to raise membership fees at the Archives Society of Alberta. It soon became clear to me that such a measure would raise revenue only by hundreds and would be no solution either for the ASA or any other association. What is really needed, right across the country, is substantial and regular government funding to support the basic work that archivists perform every day.

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